

Notes from PA Monthly Call May 9, 2007

General Comments:

-Travel PA's – as stated in the CAPP, one of your responsibilities is to monitor activity on Travel cards, even the ones that your cardholders pay themselves to GE monthly.

-PA's can set up a report to run Monthly automatically in SAM to monitor their cardholder's spend. This applies to both PCard and Travel card PA's. A good report to save and schedule to run is the Cardholder/Company Statement. This report is located in SAM under Reports, Reports Wizard, Cardholder folder. You can select what level of your hierarchy you would like it to run at. You need to select "Current Billing Cycle" as your date parameters and save the report. Once saved, you can schedule this report to run automatically. Please select the 20th of the month to run it on and you can choose what time of day. Once saved, you can access this report and quickly "eye ball" the transactions to see if there is any improper spend on the cards and address any issues.

-Delinquency reports are sent to the PA's approximately every 2 weeks to assist you all in keeping your cardholders from going 60 days delinquent which causes their card to be suspended automatically by GE and if no payment is received by the 91st day, their card is permanently cancelled.

-Card renewals – we are coming up to being with GE 2 years this fall and watch upcoming Bulletins for more information on card renewal deliveries.

-New PA training – New PA training for SAM and NetService is set for Thursday June 14th at 10am. This training is open to all new PA's and those that need a more detailed training in SAM and the addition of NetService training. An email will be sent out approximately 2 weeks prior with the logon information.

-GE's Annual User's Conference – will be held in Park City Utah September 9th through September 13th. We have secured a limited number of rooms at \$132/night plus taxes which is the State's 150% maximum. If you are interested, please email Valerie.Smith@doa.virginia.gov to hold one of these rooms. As more information is released on the conference it will be forwarded on.

- New Addition to the Charge Card Administration Team – We are pleased to announce that Carol Brown will be the new Charge Card Coordinator for the Department of Accounts. She will start May 10th and will be in training for a period of time. Carol will become your first point of contact for the Charge Card Team (via phone and using the CCA email address) so that Matt can begin working on more project oriented items. Both Matt and Valerie are always available but we will let you all know via Bulletin and Email when she is ready for begin accepting day to day requests.

-Upcoming Dates

-June SAM Refresher 6/6/07 at 10am EST

-June PA Call 6/13/07 at 10am EST

-New PA training on SAM and NetService 6/14/07 at 10am EST

Open Discussion :

Q: VDOT: How do I look at what restrictions are on a card online?

A: When you link over to NetService from SAM under Admin Cardholder, click on View Transactions blue link on the top right side of the screen. Then click on the Blue link which says View Authorization Information. You will see at the middle of the screen a list of what restrictions are on the card. COVF001, etc. For a detailed list of our restriction tables, they are available on our website under GE Information as well as what MCC codes fall under each restriction.